

Office of Research and Development

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## Travel Authorization

Use this form to request authorization for travel: domestic, invitational and international. Please note the following:

1. Prior to filling out a travel request, please ensure that the requested trip is within your organization's travel plan.
2. Make sure you attach any necessary documents (e.g., letters of travel invitation, etc.) to this form electronically prior to submitting your request to the OARS Travel Division.
3. If this TA is being requested for international travel, please note that the information on this form will be used by the OARS Travel Division to populate the FIAT database and complete the International Travel Plan (ITP). You, as the traveler, will no longer be responsible for this data input. **As a reminder, you must submit your TA for international travel at least 45 days in advance of your trip dates.**
4. If you are a first time traveler, you must complete the Traveler ID Form PRIOR to submitting a travel authorization request.

Please note that the open text fields below are limited to 255 characters. If you need to provide more information, feel free to attach additional documentation.

Mandatory fields are noted with an asterisk.

Traveler Information	Purpose
<b>Filing for Someone Else?</b> <input type="button" value="No"/>	<b>Purpose For Travel *</b> <div>To participate in field sampling at US Army site (Radford, VA, near Christiansburg).</div>
<b>Traveler type *</b> <input type="button" value="EPA Employee"/>	<b>Is this Travel for a Conference *</b> <input type="button" value="No"/>
<b>Travel type *</b> <input type="button" value="Domestic"/>	<b>Is this Travel for Training *</b> <input type="button" value="No"/>
Email Lookup Successful	<b>Are others from your L/C/O attending this meeting too*</b> <input type="button" value="Yes"/>
<b>Your @epa.gov Email *</b> <div>Gullett.Brian@epa.gov</div>	<b>Please list other attendees names*</b> <div>William Mitchell, Dale Greenwell. All of this travel is billable to reimbursable project XAV.</div>
<b>Your Name *</b> <div>Brian Gullett</div>	<b>Mode of Transportation</b>
<b>Your Telephone *</b> <div>919-541-1534</div>	<b>Have you made your own airline reservation? *</b> <input type="button" value="No"/>
<b>Alternate phone (optional)</b> <div>919-699-3074</div>	<input type="checkbox"/> Air
<b>Verify Traveler name as it appears on government issued ID used for airline travel *</b> <div>Brian K Gullett</div>	<input type="checkbox"/> Privately Owned Vehicle (POV)
<b>Traveler L/C/O *</b> <input type="button" value="NRMRL"/>	
<b>Traveler division or equivalent *</b>	

APPCD \*

## Another org paying?

No \*

## EPA Office/Division/Branch

APPCD

## Office POC

Gloria Fuller

☐ Rental Car☐ Rail☐ Government Vehicle

If you are requesting a specific flight number or aircraft carrier or have any additional transportation requirements, please specify those below.

## Lodging

## Have you already reserved a hotel room? \*

Yes \*

## Hotel name(s) and phone number(s) for each destination \*

Holiday Inn Christiansburg Blacksburg  
540-381-8100.  
Reservations were made for all EPA travelers:  
Gullett, Mitchell, Greenwell.

## Hotel room rate(s) \*

89. weekday, 189 first weekend, 149 second week

## Expenses

## Transportation to Airport (number of miles roundtrip from your home)

☐ Private vehicle parking at airport☐ Taxi☐ Public transportation

## Other anticipated expenses: (check all that apply, enter amount)

☐ ATM Fees☐ ATM Machine Fees☐ Baggage Fee☐ Conference Registration Fee☐ Internet Fees☐ Phone Calls☐ Public Transit☐ Supplies☐ Taxis☐ Other

## ATM Fees

6

## ATM Machine Fees

6

## Itinerary

## Multiple Destinations? \*

No \*

## Departing From("City, State") \*

Durham, NC

## Date \*

09/18/2016

E.g., 08/29/2016

## Departure Time \*

12:00pm - 2:00pm \*

## Arriving At \*

Christiansburg, VA

## Returning To \*

Durham, NC

## Returning From \*

christiansburg, VA

## Date

10/01/2016

E.g., 08/29/2016

## Returning Time \*

12:00pm - 2:00pm \*

## Is Personal/Annual Leave Requested? \*

No \*

**Supplies****Additional Information**

**Please provide/explain any special requirements related to this travel request.**

Field supplies as needed to fix equipment, safety, etc.

Will request government vehicle from EPA, RTP.

Will need SUV at Christiansburg site because trailer driver (Greenwell) will return early with

**Choose File** **Choose File** **Choose File** **Choose File** **Choose File** 

If you would like a copy of this request, please print this page before clicking the Submit button.

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